Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator.
The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? Yes (No)	Curriculum Unit :

Field Trip Information

Applicant Name : Keith Morrissette	Method of Transportation : 2 School Buses
School : WJJMS	Bus Service Number :
Grade(s) & Group(s) : 8th Grade Band/Chorus	Number of Students : 80
Date(s) of Trip : Friday, May 22, 2026	Number of Day(s) of Trip : 1
Event : Six Flags Trip	
Destination : Six Flags New England	Phone Number : (413) 786-9300
Destination Address : 1623 Main St., Agawam	State : MA
Time of Departure from School : 12PM	Clothing / Equipment Required :
Time of Arrival to School : 8PM	Blue music tshirt

Student Cost Information

*Cost to Student $ $20-75	Suggested Student Pocket Money $ $20

Supervision Information

1. Name : Keith Morrissette	Cell Phone : (860) 303-7777
2. Name : Lynn Goodwin	Cell Phone : (860) 334-6211

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

Administrator Signatures

Applicant Keith Morrissette	Date 6/13/2025		
Department Chair (BA Only)	Date	Approved	Denied
Principal/Administrator	Date 6/17/25	Approved	Denied
Assistant Superintendent	Date 6/25/25	Approved	Denied
Superintendent	Date 6/26/25	Approved	Denied

Board of Education (if applicable)

Board of Education Meeting Date	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : Six Flags New England

Reference Check : Visited Site On : 5/23/25 *OR* Spoke with:

Name of Staff Completing Form : Keith Morrissette

Grade / Group Attending : Grade 8 Band and Chorus

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

This is a fun, end of the year trip for students who have dedicated themselves to the WJ Band and Chorus program for three years.

Assessment of Student Learning:

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
12PM	WJJMS	Students load bus
12:45	Six Flags New England	Arrive at Six Flags
1-7PM	Six Flags New England	Fun at the park
7PM	Six Flags New England	Load Bus
8PM	WJJMS	Arrive at WJJMS

Bus Information

Bus Reservation Date	Price of Bus(es) $